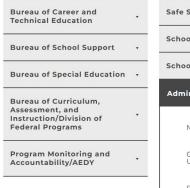
Integrated Monitoring System (IMS) for Chief School Administrators

The Chief School Administrator (CSA) is the Superintendent or CEO of the LEA and is *the only* IMS Admin who can add new users and set security roles.

If you are the Chief School Administrator and you have already completed the password reset process:







- Login to https://www.pdeims.com
 with your new password
- Select Admin Functions
- Click on My Team in the drop- down menu

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Office Of Elementary And Secondary Education, Integrated Monitoring System

My Team Members

- Click on Add Team Member
- Provide user information
- Select System Access
 Applications and User Roles
 Click on for definition of User Roles
- Click Submit

If you are the CSA and you were unable to reset your password, need to request a login, or you need assistance with using the Admin Functions in IMS, contact RA-EDIMS@pa.gov.

Please also refer to this short instructional video on using the Admin Functions in IMS:

https://youtu.be/BWrDnkxsyNQ

